



OPEN EXAMINATION

NURSE EVALUATOR II, HEALTH SERVICES

CONTINUOUS SPOT TESTING

SACRAMENTO, SAN FRANCISCO, SAN JOSE, FRESNO,
LOS ANGELES, SANTA ANA, SAN BERNARDINO, AND SAN DIEGO

This bulletin cancels and supersedes the bulletin released February 5, 2002

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-9166
	Medi-Cal Operations Division	
In Person:	1501 Capitol Avenue, Suite 71.3002	
By Mail:	MS 4506	
	P.O. Box 997419	
	Sacramento, CA 95899-7419	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing periods for this classification are January 1 through June 30 and July 1 through December 31.

SALARY RANGES: \$4917 - \$6269 per month.

POSITION DESCRIPTION: The Nurse Evaluator II, Health Services, is responsible for determining the quality of care being received by program beneficiaries in health facilities and identifying levels of care to meet each beneficiary's health care needs; for monitoring medical services of providers; for evaluating prior authorization requests for a variety of medical services; for training other staff in regulations and implementation of the Medi-Cal or other health care programs; for taking independent action within professional protocols and legal limits of the other agencies; for providing technical assistance in the investigation of cases where fraud and abuse is suspected; and does other related work.

Positions are available with the Department of Health Care Services in the Medi-Cal Operations Division, Medi-Cal Managed Care Division, Payment Systems Division, Children's Medical Services, Office of Long Term Care, and Audits and Investigations.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Possession of a valid license to practice as a professional registered nurse in California. **And**

Either I

One year of experience performing duties of a Nurse Evaluator I, Health Services.

Or II

Three years of professional nursing experience in an institution licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience).

DESIRABLE CHARACTERISTICS: Must possess aptitude for and willingness to work as team member; emotional stability; sensitivity to patient's needs; patience; tact; alertness; and keenness of observation.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of training and experience weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Training and Experience questionnaire. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Professional nursing principles and techniques.
2. Medical terminology, hospital routine and equipment.
3. Medicines and narcotics.

Ability to:

1. Observe and record symptoms and patient behavior.
2. Document records and prepare reports.
3. Review, assess and make independent recommendations on the appropriate level of care.
4. Follow regulations and outlined procedures.
5. Communicate effectively.
6. Maintain good public relations with patients, providers of service, and other agencies.
7. Work cooperatively with other team members.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Health Services in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379